

 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Child Care Financial Assistance Program Manual		IV
Chapter:	ELIGIBILITY DETERMINATION – Case Management	
Subject:	Child Care Authorizations and Certificates	
Approved:	Janet McLaughlin, Deputy Commissioner	Revised: 05/15/2023

PURPOSE

When a client is approved for Child Care Financial Assistance, a childcare authorization is created, and a certificate/statement of eligibility is produced. The certificate is the Child Development Division's promise to pay.

POLICY

Three types of child care authorizations may be generated:

- 25 – authorize 25 hours if the service need hours, including travel time, are between 1-25.
- 40 - authorize 40 hours if the service need hours, including travel time, are between 26-40.
- 41+ – authorize actual hours.

Five types of certificates may be generated:

- Part time weekly – pays a fixed part time payment for 1-25 hours of child care
- Full time weekly – pays a fixed full-time payment for 26-50 hours of child care
- Extended care weekly – pays an extended care payment for 51+ hours of child care
- Variable – This certificate pays a daily rate based upon the number of hours the child attends on that day. Coded days will pay a part time daily rate on a variable certificate.
- Part time/Full time – Based upon attendance submitted by the provider, this certificate pays either a part time weekly rate or a full-time weekly rate. The authorization hours must be full time to allow for a full time payment however the certificate hours should be set at 25. This certificate is for pre-school and school age children only. When entering attendance the PT/FT button determines whether a provider is paid a part time or full time rate.

PROCEDURE

- Certificate hours must not be more than the family's requested child care hours.
Example: Family is eligible for full time care (40 hrs.) however on Section 6 of the application they list days/hours needed as Monday, Wednesday, and Friday from 8am-2pm (18 hrs.). The authorization is created for 40 hours but the certificate would be for 25 hours.
- The child's certificate hours may not be more than the program's operating hours.
- Creating two fixed certificates for a part time client is not allowed.
- If a client is working second shift and has a school age child, a full-time certificate may be created. Written documentation of the client's schedule is necessary, and the Eligibility Specialist must document the client's schedule in CDDIS notes.
- In a situation in which 2 clients share custody and each client is determined eligible, two part-time certificates may be created to the same provider. Two full time certificates or a full time and part time certificate may not be created for one provider.
- If a child is authorized for extended care hours (51+) and the family is using two providers, a fixed full-time certificate may be created for one of the providers and a part time may be created for the other provider.
- Variable certificates are not for long term use and should only be used when a fixed full-time certificate cannot be generated.
- Any situation that occurs, other than those listed above, must be approved by the CDD.

Ending a Certificate Early

Ending a certificate early should be done for the following circumstances.

- When you receive a notice that the provider checked “The Child No Longer Enrolled Button”, the Eligibility Specialist must reach out to the client.
 - Verify with the client that they have disenrolled, the last date of attendance, the date they gave notice to the provider, and request the name of the new provider and the start date.
 - If there is no response, the certificate may be early ended. The 12 month eligibility period will remain open for a family who has disenrolled in a provider. Document outreach to the family and action taken to early end certificate(s) in CDDIS notes.
- When the parent reports the child is no longer attending or has a change in provider or schedule, such as changing from a fixed FT certificate to a fixed PT certificate.

When early ending certificates and creating new ones, you need to first verify if the household owes a Family Share. If there is a Family Share, follow the guidance for ad hoc early ending certificates and creating new ones. If there isn't a Family Share, you can early end certificates on the Saturday prior to when the new certificates will start, or the Saturday after the child's last attendance.

Ad Hoc Certificates

Refer to CDDIS training materials for when the Ad Hoc process is necessary to correctly assign the Family Share.

ACT 166 Pre-K

Child Care certificate hours are based upon the family's authorized hours (25, 40 or actual hours beyond 40), the hours that the child is at the childcare program and the operating hours of the childcare program. If a child is enrolled in an ACT 166 program, the eligibility specialist must select the Act 166 button for the child and determine the number of hours to be deducted from the certificate.

Scenarios

- Parent is authorized for 40 hours per week and their child attends Pre-K at a full day/full week childcare program. A full-time 30 hour certificate is created.
- Parent is authorized for 25 hours per week and their child attends Pre-K at a full day/full week child care program. A part-time 15 hour certificate is created.
- Parent is authorized for 40 hours per week. Child attends pre-k at an elementary school for 10 hours per week however these hours are not during the parent's authorized work hours. The child then attends the childcare center while the parent is working. A 40 hour certificate is created.
- Parent is authorized for 40 hours per week; however, the childcare program is open less than 40 hours per week. The pre-k hours are deducted from the provider's total operating hours and the hours remaining determine the certificate hours. Example: Provider operates from 8:00-2:00 (30 hours per week) and provides the pre-k program for 10 hours per week. A 20-hour certificate is created.
- Child Care Program is only open for ACT 166 Pre-K - No Child Care Financial Assistance certificates are created.

Please Note:

- If the provider is in CDDIS and you are not able to create a certificate, check for license start date and rate agreement.
- If the provider is not registered, licensed, or certified for payment, the Eligibility Specialist must notify the parent and explain the provider requirements.
- Childcare certificates are based upon the client's authorized hours. Therefore, if a provider states that they only accept full time certificates, and the client is only authorized for part time

then the client must select a provider that offers part time care. We do not create certificates based upon a provider's needs.